



## Department of Business License

VINCENT V. QUEANO, DIRECTOR

500 SOUTH GRAND CENTRAL PKY, 3<sup>RD</sup> FLOOR

P.O. BOX 551810

LAS VEGAS, NEVADA 89155-1810

(702) 455-4252

(800) 328-4813

<http://www.clarkcountynv.gov/businesslicense>

### Regulated Business License Checklist

#### Sidewalk Vendor License (NAICS 722340)

**\$45 non-refundable application and \$150 license fee**

*Sidewalk Vendor licenses are governed and subject to all terms, regulations, and provisions of Clark County Code Title 7 Chapter 7.200*

**Please provide copies of all documents upon submission**

#### APPLICATION CHECKLIST

- NEVADA STATE BUSINESS LICENSE/ REGISTER WITH THE NEVADA SECRETARY OF STATE:**  
NRS 76 requires all businesses, corporations, and partnerships operating in the State of Nevada to have a State Business License. All corporations, limited liability companies, partnerships, etc. are required to register their entities. Please visit the [Nevada Secretary of State's website](http://www.nvsecretaryofstate.gov) for more information. You may apply online at [nvsilverflume.gov](http://nvsilverflume.gov), or apply in person at the Secretary of State located at **2250 N. Las Vegas Blvd, Suite 400 North Las Vegas, NV 89030. Telephone: (702) 486-2880**
- REGISTER WITH THE NEVADA DEPARTMENT OF TAXATION:**  
You can now register online by visiting the [Nevada Department of Taxation website](http://www.nvtax.com) or apply online at [nvsilverflume.gov](http://nvsilverflume.gov). Nevada Department of Taxation (1<sup>st</sup> Floor), located at **555 E. Washington Las Vegas, NV 89101. Telephone: (702) 486-2300**
- REGISTER YOUR BUSINESS NAME (DBA):** Businesses operating under a fictitious firm/doing business as (any name other than the business owner's legal name or the entity name registered with the Nevada Secretary of State) must file for a Fictitious Firm Name certificate with the [Clark County Clerk's Office](http://www.clarkcountynv.gov/clerk/Services/Pages/FictitiousFirmNames.aspx). **Telephone: (702) 455-4431.** Visit link for multiple locations <http://www.clarkcountynv.gov/clerk/Services/Pages/FictitiousFirmNames.aspx>.  
The filing must reflect the Entity Type listed with the Secretary of State.  
**Example:**  
John Doe dba "Handy Janitorial" (Sole Proprietor), ABC LLC dba "ABC" (Limited Liability Company), 123 Inc. dba "The Rock Star Group" (Corporation)  
Note: A Fictitious Firm Name (DBA) is the name your business will use when advertising, including on store front, signs, business cards, websites, etc. Advertising under more than one name, will require multiple business licenses.
- APPLY FOR A HEALTH PERMIT:** Provide an approved health permit or show proof that you have applied with the Southern Nevada Health District (SNHD). *If using a commissary, the commissary address should be listed on your health permit.*
- Copy of Health Card issued by Southern Nevada Health District (for each owner)
- Proof of General Liability Insurance shall name Clark County as additional insured and include policy limits not less than:
  - \$250,000 for bodily injury or death of one person
  - \$500,000 for bodily injury or death of two or more
  - \$50,000 for injury or destruction of property in any one accident
- Commissary Lease Agreement (if applicable)
- Provide a Letter of Authorization or Power of Attorney if applying on behalf of an applicant(s)
- PROVIDE CONVEYANCE SPECIFICATIONS**  
(ex. pushcart, stand, display, pedal driven cart, wagon, showcase or rack) and a drawing or photograph identifying the height, width, and length of the conveyance.
  - Must not exceed 25 square feet.
  - All equipment, food, materials, and signs used for vending must be contained on or within the conveyance.
  - Provide photo or diagram of conveyance with dimensions: Length x Width x Height.
- LICENSE FEE:** Payable to Clark County Department of Business License: \$195.00 (\$45.00 one-time non-refundable application fee and a \$150 license fee)
- COMPLETE CLARK COUNTY APPLICATION:**
  - Applications can be submitted online at: <https://blepay.clarkcountynv.gov/NAICSDefault.aspx>
  - In-person submission is available **by appointment only.**
  - Appointments are available Monday through Thursday between 8:00 a.m. to 3:00 p.m.
  - To schedule an appointment, click here: <https://kiosk.na6.gless.com/kiosk/app/home/11>.
  - If an interpreter is required during your appointment, please notify us at (702) 455-4340 or email [BSidewalkVendor@ClarkCountyNV.gov](mailto:BSidewalkVendor@ClarkCountyNV.gov).

**PLEASE RETAIN A COPY OF COMPLETED FORMS FOR YOUR RECORD**